

THE Calendar

- ♦ Workshops are on a monthly four week rolling calendar excluding holidays. Months with five weeks reserve the fifth week for special projects.
- ♦ All workshops have a minimum of 10 and maximum of 20 participants. See website for workshop descriptions.
- ♦ "OR" denotes the workshop that fills first will be offered.
- ♦ Workshop confirmation is determined 10 business days from scheduled date.
- ♦ All full day workshops are \$130.00 per participant and all half-day workshops are \$100.00 per participant.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
One Week	Nashville	Chattanooga, Knoxville, Memphis	Chattanooga, Knoxville, Memphis	Chattanooga, Knoxville, Memphis	Nashville
	<ul style="list-style-type: none"> ♦ Respectful Workplace: Managers ♦ Organizational Policies and Practices ♦ New Supervisory Leadership Development 	<ul style="list-style-type: none"> ♦ Respectful Workplace: Managers 	<ul style="list-style-type: none"> ♦ Respectful Workplace: Staff—AM & PM 	<ul style="list-style-type: none"> ♦ Communications Breakdown—AM ♦ Generations for Staff—PM 	Special Projects
Two Week	Nashville	Jackson, Tri-Cities	Jackson, Tri-Cities	Jackson, Tri-Cities	Nashville
	<ul style="list-style-type: none"> ♦ Respectful Workplace: Staff—AM & PM ♦ Organizational Policies and Practices ♦ Communication Breakdown – AM 	<ul style="list-style-type: none"> ♦ Respectful Workplace: Manager's 	<ul style="list-style-type: none"> ♦ Respectful Workplace: Staff—AM & PM 	<ul style="list-style-type: none"> ♦ Communications Breakdown—AM ♦ Generations for Staff –PM 	Special Projects
				Nashville <ul style="list-style-type: none"> ♦ Respectful Workplace: Staff—AM & PM 	
Three Week	Nashville	Chattanooga, Knoxville, Memphis	Chattanooga, Knoxville, Memphis	Chattanooga, Knoxville, Memphis	Nashville
	<ul style="list-style-type: none"> ♦ Respectful Workplace: Managers ♦ Giving Employee Feedback (MP) ♦ Principles for Positive Performance 	<ul style="list-style-type: none"> ♦ Organizational Policies and Practices OR <ul style="list-style-type: none"> ♦ Becoming A Change Agent 	<ul style="list-style-type: none"> ♦ Giving Employee Feedback (MP) OR <ul style="list-style-type: none"> ♦ Principles for Positive Performance 	<ul style="list-style-type: none"> ♦ New Supervisory Leadership Development OR <ul style="list-style-type: none"> ♦ Customer Service Zone 	Special Projects
Four Week	Nashville	Jackson, Tri-Cities	Jackson, Tri-Cities	Jackson, Tri-Cities	Nashville
	<ul style="list-style-type: none"> ♦ Giving Employee Feedback (MP) ♦ Respectful Workplace: Managers ♦ Generations: Staff—AM & PM 	<ul style="list-style-type: none"> ♦ Organizational Policies and Practices OR <ul style="list-style-type: none"> ♦ Becoming a Change Agent 	<ul style="list-style-type: none"> ♦ Giving Employee Feedback (MP) OR <ul style="list-style-type: none"> ♦ Principles for Positive Performance 	<ul style="list-style-type: none"> ♦ New Supervisory Leadership Development OR <ul style="list-style-type: none"> ♦ Customer Service Zone 	Special Projects
		Nashville <ul style="list-style-type: none"> ♦ Becoming a Change Agent 		Nashville <ul style="list-style-type: none"> ♦ Customer Service Zone 	

- ♦ Performance Evaluation & Completing Harassment Intake Referral Forms remain on-line workshops.
- ♦ Understanding Employee Benefits available on-line May, 2009.
- ♦ Investigations: Discrimination & Harassment Claims and ADAAA workshops offered quarterly. For the schedule call Renee Cranford at 615 253-8911.

Website: www.state.tn.us/DoHR/ForLearning

